



Guide for hosting Weddings

at Your Community Building



Your
Community
Space

Introduction

The UK Wedding industry is worth £10 billion a year.

With soaring budgets for exclusive venues, many brides are turning to DIY weddings with a more personal theme along the lines of woodland, vintage, traditional, retro and quirky to name a few.

A local hall can charge a premium for weddings whilst still offering great value for money for couples.

Whether you already host several weddings a year and are looking to attract more. Or you are looking to start hosting weddings, we hope this guide will give you some top tips.



Preparing your hall

Things you need to consider...

Adequate insurance

You may need to increase your public liability.

The impact on neighbours

Weddings are usually well attended events, consideration should be given to noise, parking and the general impact larger events will have on the local community.

What are you prepared to allow at your hall?

It is important to inform potential hirers about what is and is not allowed in your hall. If you have a garden are you happy to have marquees? What impact will furniture have on the floor? There are new guidelines regarding the use of candles, you will need to carry out risk assessments. Needless to say, that hammering nails in the walls are a big no no!

It is essential all hirers take care of the fabric of the building to make sure that no damage is sustained.

Suppliers

Is it worth identifying key suppliers who understand the constraints that you are happy to have working your hall?

Caterers, florists, marquee hire, bar hire, venue dressers, live music, DJ's



Capacity

How many people can your hall accommodate in various layouts.

Licensing

Do you have or do you need a wedding/civil ceremony licence?

Do you need to apply for a music/performance licence?

Do you have or do you need to apply for an alcohol licence?

Some halls only choose to host a small number of weddings each year which can be managed through a temporary events licence.

More information about this type of licence for England & Wales can be found here.

<https://www.gov.uk/temporary-events-notice>

For Scotland please see <https://www.gov.uk/occasional-licence-scotland>

Management

It is worth considering assigning a committee member or trustee to act as the wedding co-ordinator. This is something that could be charged as an additional service to bring in more income for your hall.

The wedding co-ordinator would be the main point of contact for the wedding party and can raise any ideas, suggestions or concerns with the committee on their behalf.

There are also online training courses available at a reasonable prices, which would be a good investment.



Promotion

Have a Wedding Brochure

The wedding brochure is a great way to showcase the facilities available at your hall. Here is a list of the type of information you should look to include:

- ✓ Internal and external photographs of the hall.
- ✓ The hall dressed for an event.
- ✓ A list of available spaces including any outdoor spaces.
- ✓ A floor plan or layout of the hall.
- ✓ Details of the capacity for each of the rooms in your hall.
- ✓ Details of parking available.
- ✓ Details of accessibility for parking and in the hall.
- ✓ A list of trusted suppliers. You may wish to only exclusively work with certain suppliers. However, you must bear in mind that if you choose to have preferred suppliers during busy times, your preferred suppliers may not be available for the event.
- ✓ Contact details for the wedding co-ordinator/booking secretary.
- ✓ Details of the licences that you hold.
- ✓ An overview and history of the hall.
- ✓ Most importantly a booking form!

Here are a couple of good examples of wedding brochures.

[Brown Edge Village hall](#) and [Killearn Village Hall.co.uk](#)



Host a Wedding Fayre

Once you have identified a number of key suppliers you could look to host a wedding fayre.

You can charge the suppliers a small fee for attending to help cover the costs.

UK bride which has a huge following of over 700,000 members, will advertise your wedding fayre for free.

This is a great opportunity to put your hall in front of brides who may not be aware of your space.

You can also promote your firm through social media - Facebook, Pinterest and Twitter. You can also create an event on Eventbrite which is also free and will give you an idea of how many people are planning to attend. Ensure that you promote your wedding fayre in neighbouring counties. Wedding parties are always happy to travel a little further for the right venue stop.

[UK Bride Website](#)

[Eventbrite Website](#)



Before the wedding

Before the wedding discuss with the hirer:

- What time will they be setting up? I.e. Marquees, etc
- From what time will we have access?
- What are the noise restrictions in the area?
- Do they require a generator?
- Are there enough power points for everything they will need?
- What are the access restrictions?
- Is your venue suitable for larger vehicles like coaches, horse and carriage?
- Accessibility for less mobile guests.
- What facilities will not be available i.e. dance floor?
- Are they able to book outside suppliers? i.e. bouncy castle, garden games, ice cream vans?



Before the wedding (continued)

- Can they store decor, equipment etc in advance at the venue?
- Are there any items we are not permitted to use in the venue? I.e. candles, screws, nails, glue, confetti, lanterns.
- Who is responsible for clearing away decorations and rubbish?
- What time the hall needs to be cleaned and returned by.
- If you offer a cleaning up service for an additional charge.
- Is the hirer required to take all refuse with them.
- Any additional services you offer, for example linen, lighting hire.
- Table shapes and sizes.
- Layout of the event.
- Who will stay at the venue during the wedding? The caretaker could provide this for an additional fee.
- Permission to use photographs from their wedding.



During the wedding

Caretaking duties if requested



After the wedding

Follow up with the happy couple for a testimonial and use of photographs

Share on social media, and your website

Add to your wedding portfolio



Further Information

This guide was brought to you by:



www.yourcommunityspace.co.uk

We hope you have found some of our tips useful.

If you would like further information about Your Community Space, you can join our mailing list [here](#)

Follow us on Social Media, or join one our Facebook group, Beautiful Local Wedding Halls.

